



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title: Emergency Preparedness Coordinator

Location: Macon County Health Department – Decatur, IL

Pay: \$30.00 hourly (Non-Exempt)

Job Type: Full Time

Work Location: In person

Job Description: Emergency Preparedness has a mission to strengthen the Macon County Health Department (MCHD) response to emergencies or incidents affecting Macon County. These incidents/emergencies can include but are not limited to weapons of mass destruction/terrorism, natural and man-made disasters, and disease outbreaks. Through funding made possible by the Illinois Department of Public Health (IDPH), the MCHD collaborates with county partners on emergency plans and exercises, trains staff and volunteers in emergency roles, conducts syndromic surveillance, and integrates the National Incident Management System into response plans.

What You'll Do

- Oversees activities of the Medical Reserve Corps (MRC) and may supervise the Volunteer Coordinator Position which may be filled by an AmeriCorps person or possible local volunteer.
- Maintains and updates the MCHD All Hazards Plan which incorporates annexes specific for the SNS and Pandemic Influenza as well as weather events and others as they are developed.
- Attends meetings locally, regionally, and statewide to assist in the coordination of planning and response activities.
- Must be able to successfully complete ICS 300 and 400 trainings as well as any additional deemed necessary for the program.
- Chair of the Functional and Access Needs. The group meets with a mission to identify numbers and types of special needs individuals in Macon County and make recommendations to emergency planners to be incorporated into their plans.
- May chair the Pandemic Influenza Steering Committee as needed. This group's mission is to educate and promote planning both businesses and the public as well as to make recommendations for planning purposes.
- Chair of Logistic Team-Group of MCHD staff who meet to maintain, manage, and plan for use of emergency response equipment and supplies.
- Designs and implements public health exercises as directed by grant deliverables.
- Conducts or participates in all exercises involving emergency preparedness in Macon County. Participates in exercises that IDPH requests throughout the region and the state.
- Attends trainings on emergency preparedness provided by IDPH, Centers for Disease Control and Prevention (CDC) and others; and arranges and hosts webinars on emergency preparedness.
- Collaborates with the Emergency Management Agency (EMA) Coordinator on the Macon County Terrorism Task Force activities.

- Participates in the Local Emergency Planning Committee.
- Participates in community engagement activities to promote emergency preparedness.
- Works with other agencies and within the community to recruit volunteers for our MRC and CERT.
- Seeks out and writes grants to assist in obtaining emergency preparedness funding for projects, activities, volunteer opportunities, and for this position.
- Participates in epidemiological surveys including, but not limited to foodborne illness outbreaks, unhealthful conditions, and methods of control and correction.
- Develops communication plans that incorporate the latest information from CDC and addresses communication with the public, media, healthcare providers, and first responders in a public health emergency. Assures, in collaboration with the Division of Health Promotion and Public Relations, that the MCHD website has information on emergency preparedness and appropriate links.
- Assures employee competency, training, and development in disaster preparedness.
- May assist Infectious Disease Specialist in establishing relationships with physicians' offices and providing education regarding emergency preparedness and prompt reporting of diseases and outbreak situations.
- May assist Health Promotion and Public Relations staff with health education presentations and other promotion activities for the MCHD

Qualifications Required

- Minimum of Bachelor's degree is required. Degree in Emergency Preparedness or related field and one (1) year related experience in emergency preparedness preferred.
- Strong interpersonal and communication skills
- Ability to establish and maintain positive relationships with clients, community members, and professional partners
- Ability to effectively work with individuals and families from diverse backgrounds
- Computer proficiency with the ability to organize, document, and maintain information accurately
- Dependable vehicle available for use during work hours
- Valid Illinois Driver's License and appropriate automobile insurance
- Ability to travel throughout the community and enter and exit a vehicle multiple times throughout the workday and in varied weather conditions
- Ability to adapt professionally and respectfully to a variety of client home and living environments

Why Join the Macon County Health Department?

At the Macon County Health Department, we are committed to improving the health of our community while supporting our employees with an outstanding work-life balance and excellent benefits.

Benefits Include:

- 35-hour work week
- 12–14 paid holidays each year
- Paid vacation and sick leave
- Paid parental leave
- Blue Cross Blue Shield health and dental insurance
- EyeMed vision insurance

- Illinois Municipal Retirement Fund with employer contribution
- Employee Assistance Program
- Employee discounts
- Professional development opportunities

Why This Position Matters

Emergency response matters because it is the critical phase that can save lives, prevent further harm, and limit damage when a crisis strikes. Effective emergency response not only protects people but also limits property loss and environmental damage.

Apply Today:

Submit your completed application and resume to:

Human Resources

Macon County Health Department

1221 E. Condit Street

Decatur, IL 62521

Email: HR@maconchd.org

Applications are available at [Macon County Health Department](#)

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.